

MAINTENANCE ADMINISTRATION

1. Is the MMSOP or maintenance policy letters available to commodity personnel, and are they familiar with the contents? (MCO P4790.2C, paragraphs 1004.4; and Appendix A, paragraph 2.b)

YES___ NO___ N/A___

2. Have desktop procedures/turnover folders been prepared for each billet involving administrative and management functions? (MCO P4790.2C, paragraph 1005)

YES___ NO___ N/A___

EQUIPMENT RECORDS

1. Does the commodity follow the preparation, filing and disposition instructions on all forms and records for all Principle End Items (PEI) possessed? (TM 4700-15/1H, Chapter 2 and applicable commodity chapters)

YES___ NO___ N/A___

2. Are NAVMC 10031's (Daily Dispatching Record of Vehicles) filled out correctly and properly maintained? (TM 4700-15/1H paragraph 2-15)

YES___ NO___ N/A

3. Has the equipment officer designated all individuals dispatching equipment in writing? (TM 4700-15/1H, paragraph 2-15.c and 15-3.b)

YES___ NO___ N/A___

4. Are several copies of blank DD-518's, a blank SF-91 and two blank SF-94's carried in each vehicle? (TM 4700-15/1H, paragraphs 2-16.e, 2-17.d, and 2-17.1 d)

YES___ NO___ N/A___

5. Are NAVMC 10627's (Vehicle and Equipment Operational Records) filled out correctly and properly maintained? (TM 4700-15/1H, paragraph 2-19)

YES___ NO___ N/A___

6. Are Operator's Daily Checklists for load lifting equipment utilized and maintained with the trip ticket? (MCO P11262.2A, paragraph 1001.2; and TM 4700-15/1H, Chapter 2, paragraph 2-24)

YES___ NO___ N/A___

7. Has the unit Commander assigned, in writing, a load test certification officer? (MCO P11262.2A, paragraph 1001.8)

YES___ NO___ N/A___

8. Has a blank copy of a Small Craft Accident Report been filed in the Small Craft Coxswain Logbook? (TM 4700-15/1H, paragraph 15-5.d)

YES___ NO___ N/A___

9. Are all small craft accessory items properly annotated on the Small Craft Accessory Record? (TM 4700-15/1H, paragraph 15-7)

YES___ NO___ N/A___

SECURITY

(ARMORY ONLY)

1. Has an Ammunition, Arms, and Explosives (AA&E) Officer been appointed in writing? (MCO P4400.150E, paragraph 7002.4 d; and OPNAVINST 5530.13C, paragraph 0505)

YES___ NO___ N/A___

2. Has the AA&E Officer completed the review of the account within 30 days of appointment and reported any discrepancies to the Commanding Officer? (MCO P4400.150E, paragraph 7002.6; and OPNAVINST 5530.13C, paragraph 0505.b)

YES___ NO___ N/A___

3. Has the AA&E Officer reported the status of the command's compliance with accountability controls, status of the command's inventory versus AA&E allowances, and AA&E requisitions status to the Commanding Officer on a regular basis? (OPNAVINST 5530.13C, paragraph 0505.b)

YES___ NO___ N/A___

4. Are copies of the reports maintained on file for a minimum of 3 years? (OPNAVINST 5530.13C, paragraph 0505.b)

YES___ NO___ N/A___

5. Is an unaccompanied access list maintained within the armory? (OPNAVINST 5530.13C, paragraphs 0305 and 0407; and MCO P5530.14, paragraph 3005.3.b(4))

YES___ NO___ N/A___

6. Are all personnel requiring access to the armory, not on the unaccompanied access roster, properly authorized, escorted, and logged in? (OPNAVINST 5530.13C, paragraph 0407.b; and MCO P5530.14, paragraph 3005.3.b(4))

YES___ NO___ N/A___

7. Are daily sight counts conducted when required, and are the records maintained for at least 3 years? (OPNAVINST 5530.13C, paragraph 0503.a(1))

YES___ NO___ N/A___

8. Is the monthly-serialized inventory of all small arms conducted properly, and are records maintained for at least 3 years? (OPNAVINST 5530.13C, paragraph 0503(1); and MCO P4400.150E, paragraph 7002.4.g)

YES___ NO___ N/A___

9. Has the unit ensured a physical security survey is conducted annually, and does the unit maintain records of the 3 most recent surveys? (OPNAVINST 5530.13C, paragraphs 0208 and 0308.c; and MCO P5530.14, paragraph 3001)

YES___ NO___ N/A___

10. Has corrective action been initiated on previously identified security deficiencies, or has a waiver/exception from higher authority been initiated/approved? (OPNAVINST 5530.13C, paragraphs 0103, 0208.a, and 0208.c; and MCO P5530.14, paragraph 1012)

YES___ NO___ N/A___

11. Has an individual been designated as the armory key and lock custodian, and is the key inventory and key registry properly maintained? (OPNAVINST 5530.13C, paragraphs 0206.a, 0206.g, 0206.h; and MCO P5530.14, paragraph 3007)

YES___ NO___ N/A___

12. Is the issue and/or recovery of weapons accomplished with the proper forms and records? (TM 4700-15/1H, Chapter 7; and UM 4400-124 paragraph 2.9)

YES___ NO___ N/A___

13. Are certificates of limited demilitarization of AA&E items on file, and are the items loaded on property records and afforded proper security? (OPNAVINST 5530.13C, paragraph 0500; and DOD 4140.1-R)

YES___ NO___ N/A___

14. Have AA&E individuals with armory/security duties been initially screened and re-screened annually to ensure they have records indicating maturity, good judgment and trustworthiness, and has the proper unit diary code been entered into the Marine Corps Total Force System? (OPNAVINST 5530.13C, paragraphs 0107, 0305, and 0407.b; and MARADMIN 052/00)

YES___ NO___ N/A___

15. Have armory/security personnel been periodically instructed in the provision for the use of Deadly Force, and is a statement acknowledging deadly force training signed by each member and filed in their training folder? (OPNAVINST 5530.13C, paragraphs 0202.h and 0202.i; MARADMIN 360/01; and MCO 5500.6F, paragraphs 8, 9, 11, and 12)

YES___ NO___ N/A___

TRAINING

Primary Concerns: Are maintenance personnel qualified to properly inspect, troubleshoot, diagnose and perform corrective actions to place equipment back into a serviceable condition?

1. Does the commodity manager maintain current Individual Training Standards (ITS), paper or electronic copy, for Military Occupational Specialties (MOS) under his/her cognizance? (MCO 1510.34A; MCO 1553.3; MCRP 3-0B, appendix H; MCRP 3-0A, Chapter 4; and applicable ITS orders)

YES___ NO___ N/A___

2. Does the commodity manager plan and coordinate an effective maintenance-training program? (MCO P4790.2C, paragraph 1004.3.f(7)(a); MCO 1510 series (MOS ITS); MCRP 3-0A chapter 5; and MCRP 3-0B Appendix B)

YES___ NO___ N/A___

3. Do the Individual Training Records (ITRs) document Mastery/Non-Mastery of individual tasks based upon the METL and utilizing the ITSS/MATMEP standards? (MCO 1553.3, enclosure 1; MCRP 3-0A, Chapter 5; and MCRP 3-0B, Appendix B)

YES___ NO___ N/A___

4. Does the commodity manager or MMO/MMC schedule and conduct effective maintenance management training? (MCO P4790.2C, Chapter 2003.2.b; MCRP 3-0A, Chapters 5, and 6; and MCRP 3-0B, Chapters 5, and 6)

YES___ NO___ N/A___

MAINTENANCE TRACKING/MIMMS REPORTING

Primary Concerns: Are readiness reports correctly reporting the actual status of equipment?

1. Is the current Marine Corps Ground Equipment Resource Reporting (MCGERR), MCBul 3000 on hand, and is it used to report ground equipment status? (MCO 3000.11C, paragraphs 13, and 16.e; TM 4700-15/1H, paragraph 2-2.d(22); and MCBul 3000)

YES___ NO___ N/A___

2. Are items of equipment added to or deleted from deadline as appropriate? (MCO P4790.2C, paragraph 1000.2.g(1) and Appendix G, paragraph 2)

YES___ NO___ N/A___

3. Do commodity personnel use an Equipment Repair Order (ERO) in all instances, where either repair parts or resources are required, in the performance of requested maintenance? (TM 4700-15/1H, paragraph 2-2.a(1))

YES___ NO___ N/A___

4. Does a comparison of the MIMMS reports matched against the source data, (ERO/EROSL) indicate that unit personnel are effectively validating/reconciling information as required? (MCO P4790.2C, Appendixes C and G; MCO P4400.150E, paragraph 3001.6; MCO 4400.16G; TM 4700-15/1H, paragraph 2-2; and UM 4790-5, Chapter 24)

YES___ NO___ N/A___

5. Are Deadlined Control Dates (DCDs) assigned to Category Code M EROs (and Category P EROs when deadlined)? (TM 4700-15/1H, paragraph 2-2.d(9))

YES___ NO___ N/A___

6. Are priority designators properly assigned? (MCO 4400.16G; MCO P4400.150E, paragraph 3001.5)

YES___ NO___ N/A___

7. Is there a matching priority Intermediate Maintenance Activity (IMA) ERO authorized by the Repairable Issue Point (RIP) for Urgency Need Designator (UND) "A" back orders (F3/F5/F6 transactions) from the MARFORS? (MCO 4400.16G, paragraph 4.)

YES___ NO___ N/A___

8. Do Job Status Codes and Defect Codes accurately reflect the current status of the equipment? (TM 4700-15/1H, paragraphs 2-2.d(18), 2-2.d(22), 2-2.d(23), 2-2.f; and UM 4790-5, Chapter 24)

YES___ NO___ N/A___

9. Do equipment serial numbers on Equipment Records, EROs, MIMMS-AIS, and unit property records agree? (UM 4400-124, Part III, Section 2, paragraphs 2.6 and 2.14; and TM 4700-15/1H, paragraph 2-2.d(11))

YES___ NO___ N/A___

10. Does equipment in a "Unit Recall" status have valid parts requisitions? (TM 4700-15/1H, paragraph 2-2.f(3); and UM 4790-5, Chapter 24, page 7 (Code 24))

YES___ NO___ N/A___

SUPPLY SUPPORT

1. Are proper reconciliations being conducted between the commodities and supply? (MCO P4790.2C, paragraph 2004.3 and Appendix C; UM 4400-124, Part III, Section 5, paragraph 5.1.3; and TM 4700-15/1H, paragraph 2-3c.(2) and 2-3.e(2))

YES___ NO___ N/A___

2. Is a biweekly validation of the ERO, EROSL, and layettes properly conducted? (MCO P4790.2C, paragraph 2004.4 and Appendix C; and MCO P4400.150E, paragraph 3001.6)

YES___ NO___ N/A___

3. Can repair parts/assemblies held in maintenance facilities be identified with an open ERO or authorized pre-expended bin (PEB)? (MCO P4790.2C, paragraph 2004 and Appendix C)

YES___ NO___ N/A___

4. Are repair parts placed on requisition as soon as possible after the requirement is identified and consistent with the urgency of need for the repair part? (MCO P4790.2C, paragraph 2004.1; MCO 4400.16G, Enclosure (1); and MARADMIN 092/02) (defines new rules - UMMIPS 30 days prior/90 days post ops and are never downgraded)

YES___ NO___ N/A___

5. Do the EROSLs/forms used in lieu of the EROSL document all part transactions for the equipment-undergoing repair (requisitions, receipts, cancellations, and reordering of partial issues)? (MCO P4790.2C, paragraphs 2004.2 and 2004.5; UM 4400-15, Chapter XXII, Part A, paragraph 22001; UM 4400-124, Part III, Section 5, paragraph 5.1.3; and TM 4700-15/1H, paragraphs 2-3.a, d, and e)

YES___ NO___ N/A___

6. Does the commodity enter the NMCS/ANMCS indicator on the "4 parts" transaction as required during initial preparation of the EROSL, and are they properly assigned? (MCO 4400.16G; TM 4700-15/1H, paragraph 2-3.(2)1)

YES___ NO___ N/A___

7. Are the priorities of Deadlining or degrading parts listed on EROSLs or Local form, equal to or lower than the priority of the associated Equipment Repair Order (ERO), consistent with the mission essentiality of the item being requisitioned? (MCO P4790.2C, paragraph 2004.2; and MCO 4400.16G, Enclosure (1))

YES___ NO___ N/A___

8. Has the unit commander approved PEB items, in writing, and are they stocked in accordance with current stockage criteria? (MCO P4400.150E, paragraph 5018; and MCO P4790.2C, paragraph 2004.7)

YES___ NO___ N/A___

9. Are "broken unit of issue" items maintained properly? (MCO P4400.150E, paragraph 5018(6))

YES___ NO___ N/A___

10. Is an automated or manual reparable issue point (RIP) catalog available at the commodity level, and are backorders validated during the biweekly reconciliation? (MCO P4790.2C, paragraph 3003.4b, Appendix C, paragraph 2(d); and UM-4400-123 Part III, Section 14, paragraph 14.5.c.)(WISE Website resident at: www.ala.usmc.mil/secrep/).

YES___ NO___ N/A___

PREVENTIVE MAINTENANCE

Primary Concerns: Are Preventive Maintenance Checks and Services (PMCS) properly performed in order to ensure availability and reliability of equipment?

1. Are PMCSs scheduled, evenly distributed, and performed in accordance with applicable equipment technical manuals (TMs)? (MCO P4790.2C, paragraph 3002; and TM 4700-15/1H, paragraphs 2-4.b, c and applicable commodity Chapters)

YES___ NO___ N/A___

2. Are equipment operator/crew PMCSs being conducted in accordance with applicable TMs, and have corrective maintenance requirements been identified and repairs initiated? (MCO P4790.2C, paragraph 3002; and TM 4700-15/1H, applicable commodity Chapters)

YES___ NO___ N/A___

3. Are borescope and pullover gage services performed at the required intervals, and are the results correctly annotated in the associated Weapons Record Books, Part I and Part II (NAVMC 10558/10558a)? (TM 4700-15/1H, paragraphs 7-2.d(3)(c), 7-2.d(3)(d), and 7-2.d(3)(e); and TM 9-1000-202-14)

YES___ NO___ N/A___

4. Is a Load test/Annual Condition Inspection (ACI) of cranes/aerial personnel devices and other load lifting equipment accomplished, and is required certifications/documentation on file? (MCO P11262.2A, paragraph 2005; and TM 4700-15/1H, applicable commodity Chapters)

YES___ NO___ N/A___

5. Is the required certification data indicating the test status of the load lifting equipment stenciled on the equipment? (MCO P11262.2A, paragraph 1001.11)

YES___ NO___ N/A___

6. Has the commodity enrolled all applicable equipment in the Joint Oil Analysis Program (JOAP), and does an examination of JOAP records indicate effective use of the program? (MCO 4731.1A; TI 4731-14/1C; and TM 4700-15/1H, paragraphs 2-10, 2-11, and 2-12)

YES___ NO___ N/A___

7. Are serviceability standards used to determine material serviceability, and is the serviceability inspection date reflected in the NBC Defense Equipment Management Program (DEMP)? (TI 10010-20/5B, Appendixes A through I)

YES___ NO___ N/A___

CORRECTIVE MAINTENANCE

Primary Concerns: Are all equipment discrepancies identified and corrective action initiated in a timely manner?

1. During the acceptance inspection, are equipment and equipment records properly inspected? This includes first Technical/Rigger-type Inspection for parachutes? (MCO P4790.2C, paragraph 3001.1.a(1); and TM 10-1670-201-23 paragraph 2-13 c. (1)(a))

YES___ NO___ N/A___

2. Are the criteria and principles for determining the eligibility of economical repair being complied with? (MCO P4790.2C, paragraph 3001.3.c(2)(a))

YES___ NO___ N/A___

3. Does an examination of equipment within the maintenance cycle indicate that all CM requirements have been identified and repair action initiated? (MCO P4790.2C, paragraphs 3001.2.a, 3001.3.a, 3002.3.c, 3002.14.c, and 3003)

YES___ NO___ N/A___

4. When the lack of an SL-3/TM-10 component causes an item to be deadlined, is that component requisitioned under a category code M or P ERO? (MCO P4790.2C, Appendix C, paragraph 2.a(2); and TM 4700-15/1H, paragraph 2-2.f.(12), and paragraph 2-6 b)

YES___ NO___ N/A___

5. Is CM performed in accordance with applicable equipment TMs and in consonance with the echelon of maintenance, as prescribed in the unit's respective T/O Logistics capabilities statement? (MCO P4790.2C, paragraphs 1003.1.g and 3003; and the current Table of Organization (T/O))

YES___ NO___ N/A___

6. Are procedures provided for adequate Quality Control (QC)/supervisory inspections during the active maintenance phase? (MCO P4790.2C, paragraph 3001.3.e)

YES___ NO___ N/A___

7. Does the QC Section utilize inspection standards, checklists, or templates to inspect completed maintenance actions and/or record equipment specifications to ensure performance standards are within tolerance levels, in accordance with the applicable technical manuals? (MCO P4790.2C, paragraphs 3001.3.d, 3001.3.e, and 3007.3; TM 4700-15/1H, paragraph 15-6; and TM 10-1670-201-23 for paralofts)

YES___ NO___ N/A___

8. Upon completion of repair, is customer notification accomplished promptly? (MCO P4790.2C, paragraph 3001.4.b; and TM 4700-15H, paragraph 2-2.d(57))

YES___ NO___ N/A___

9. Do the equipment records indicate timely unit action in resolving CM requirements? (MCO P4790.2C, paragraphs 1003 and 3003; and TM 4700-15/1H, Chapter 2 and applicable commodity Chapters)

YES___ NO___ N/A___

10. Do commodity personnel understand the procedures for obtaining supporting maintenance services, and are contact teams utilized where feasible? (MCO P4790.2C, paragraphs 3003.6, and 3009.4; Appendix A; and Appendix E, paragraph 4.c)

YES___ NO___ N/A___

11. Have all efforts been exerted to ensure that reparable equipment does not exceed maximum maintenance cycle time, and is supporting documentation available to support those instances where maximum maintenance cycle time is exceeded? (MCO P4790.2C, paragraphs 3003.5.b, 3003.5.c(1), and (2))

YES___ NO___ N/A___

12. Are procedures established which require coordination with the supporting supply activity on difficult to obtain repair parts, prior to requesting Recoverable Items Report (WIR) for unsatisfactory supply support? (MCO P4790.2C, paragraph 3003.5.b(2); and MCO P4400.82F, Chapter 5)

YES___ NO___ N/A___

13. Are WIRs and follow-ups submitted properly? (MCO P4790.2C, paragraphs 3003.5.c(2), 3009.5, and 3009.6; and MCO P4400.82F, Chapter 5)

YES___ NO___ N/A___

14. Is the criteria for maintenance by cannibalization or selective interchange being complied with? (MCO P4400.82F, paragraph 5003.1.d(1); and MCO P4790.2C, paragraph 1003.1.j)

YES___ NO___ N/A___

15. Are directives available for the Electromagnetic Environmental Effects (E3) Program, Electrostatic Discharge (ESD) Management, and ESD Awareness, and are worksites where ESDs are handled, affording adequate protection against electrostatic damage by grounding stations and packaging material? (MCO 2410.2B; TM 9999-15/1; TM 9999-15/2; TI-4400-15/1A; and SI-4400-15/5)

YES___ NO___ N/A___

INVENTORY CONTROL

Primary Concerns: Are required SL-3/TM-10 components on hand, on order, or identified as an unfunded deficiency?

1. Are all special tools, sets, kits, chests, and SL-3/TM-10 components to end items to include sub-kits authorized, accounted for, and inventoried as required? (MCO P4400.150E, paragraphs 2011 and 2012; MCO P4790.2C, paragraphs 2004.11, 2005, and Appendix D; and UM 4400-15, Chapter VI, part D, paragraph 06030 and 06036)

YES___ NO___ N/A___

2. Are records of inventories maintained on hand for one year? (TM 4700-15/1H, paragraph 2-6.e)

YES___ NO___ N/A___

3. Are current SL-3s or extracts from technical publications (TMs, service manuals, commercial publications, etc.) maintained? (MCO P4790.2C, Appendix D, paragraph 3; and TM 4700-15/1H, paragraph 2-6)

YES___ NO___ N/A___

4. Are shortages of sets, kits, chests, and end item SL-3 components identified and properly requisitioned as required? (MCO P4790.2C, Appendix D, paragraph 3.f(2); UM 4400-15, Chapter VI, Part D, paragraph 06030; UM 4400-124, Part III, Section 6, paragraph 6.1; TM 4700-15/1H, paragraph 2-6.b; and MCO P4400.150E, paragraphs 2011.3 and 2011.4)

YES___ NO___ N/A___

5. Are SL-3/TM-10 components maintained in a clean and serviceable condition? (MCO P4790.2C, paragraph 2005.4; and TM-10209-10/1)

YES___ NO___ N/A___

6. Are effective procedures established for the control of items issued from sets, kits, and chests (e.g., logbook, stamped tags, etc.)? (MCO P4790.2C, paragraphs 2005.2 and Appendix D, paragraph 3.f(4))

YES___ NO___ N/A___

7. Has the unit commander established in writing all Using Unit Responsibility Items (UURIs) allowances to include both "As Required" quantities and those quantities held less than the stated quantity? (MCO P4400.150E, paragraph 2011.c)

YES___ NO___ N/A___

8. Are special tool allowances established for garrison peculiar and locally fabricated tools, and are these tools properly authorized and accounted for? Locally fabricated tools must reference the technical manual, which sets the requirement for the tool, and special allowance tools may not duplicate an item provided by a T/E allowance. (MCO P4400.150E, paragraph 2012; and MCO P4790.2C, Appendix D, paragraph 3.c.(3)) *(FMF Units only)*

YES___ NO___ N/A___

MODIFICATION CONTROL

1. Has a Commodity Manager Modification Control Record (NAVMC 11053/11054) been established when required, and do these records indicate that required modifications are properly applied, recorded, and reported? (MCO P4790.2C, paragraph 3004; and TM 4700-15/1H, paragraph 2-5)

YES___ NO___ N/A___

2. Does the unit ensure only CMC directed modifications are applied to Marine Corps equipment. (MCO P4790.2C paragraph 3004.2.d)

YES___ NO___ N/A___

PUBLICATIONS AND DIRECTIVES

Primary Concerns: Are all required publications, current, on order, or accessible by electronic means?

1. Have procedures been established for a review of publication requirements? (MCO P4790.2C, Appendix B; and MCO P5600.31G, paragraph 3210.2.c)

YES___ NO___ N/A___

2. Is the current Catalog of Publications (NAVMC 2761 on the MCPEL CD), and the SL 1-2/1-3, on-line or within the current version of PLMS, available; and are they used for the quarterly reconciliation of the unit's on-hand publications? (MCO P4790.2C, Appendix B; UM-PLMS; and MCO P5600.31G, paragraph 3210.2.c)

YES___ NO___ N/A___

3. Does the commodity manage a control system, which will facilitate internal distribution of operator manuals, (any TM with first echelon instructions) and other non-EDO (electronic download only) publications, and has a method been established for the identification, filing, and maintenance of publications? (MCO P5215.17C, paragraph 1002.6; MCO P5600.31G, paragraphs 3209 and 3210.2.a; and MCO P4790.2C, paragraphs 2008.1.b(1), 2008.1.c, and Appendix B; and GENADMIN/MARCORSYSCOM/PSD/JAN// DTG R291445Z JAN 02)

YES___ NO___ N/A___

4. Does the commodity have access to the electronic NAVMC 10772s, and are personnel familiar with the use and procedures involved in submission of recommended changes/corrections? (MCO P4790.2C, paragraph 2008.3; MCO P5215.17C, paragraph 6002; TM 4700-15/1H, paragraph 2-23; GENADMIN/MARCORSYSCOM/PSD/JAN// DTG R291445Z JAN 02)

YES___ NO___ N/A___

CALIBRATION CONTROL

1. Is the commodity complying with MCO 4733.1B for calibration of equipment? (MCO P4790.2C, paragraph 3005; and TI 4733-15/1E)

YES___ NO___ N/A___

2. Is all TMDE included in the commodities TMDE Calibration and Maintenance Program (CAMP)? (MCO P4790.2C, Appendix D, paragraph 2; TI-4733-15/1E, paragraph 5; TM 4700-15/1H, paragraph 2-7.c)

YES___ NO___ N/A___

3. Has a suitable system been established to control the TMDE identified to the commodities' CAMP? (MCO P4790.2C, Appendix D, paragraph 2.e; and TM 4700-15/1H, paragraph 2-7.d)

YES___ NO___ N/A___

4. Has a calibration schedule been implemented to enable the unit to maintain sufficient instruments on hand to perform its mission? (MCO 4733.1B, paragraph 6.a; MCO P4790.2C, paragraph 3005 and Appendix D, paragraph 2.d; and TM 4700-15/1H, paragraph 2-7.g(3))

YES___ NO___ N/A___

5. Is TMDE requiring calibration promptly submitted? (MCO P4790.2C, paragraph 3005 and Appendix D, paragraph 2.e (2); and TM 4700-15/1H, paragraph 2-7.g(1))

YES___ NO___ N/A___

6. Is the commodity taking advantage of "Special Calibration," and are those items properly identified? (MCO P4790.2C, paragraph 3005; TI 4733-15/1E; TI 4733-15/10B; and MCO P4733.1B, paragraph 6.a,(1)(f))

YES___ NO___ N/A___

7. Is TMDE designated as "Calibration Not Required" (CNR) or "INACTIVE" maintained in a clean/complete condition, and is the status validation annotated? (MCO P4790.2C, paragraph 3005 and Appendix D; and TM 4700-15/1H, paragraphs 2-7.d, e(2), and (3))

YES___ NO___ N/A___

8. Does the commodity perform an annual inventory and evaluate all TMDE to validate correct calibration categories consistent with the unit's mission, as well as to determine whether an item is required/not required? (MCO P4790.2C, paragraph 3005.2 and Appendix D; and TM 4700-15/1H, paragraph 2-7.c)

YES___ NO___ N/A___

9. Is the commodity complying with the requirements for the Infantry Weapons Gauge Calibration Program? (IWGCP <<http://tmde.matcom.usmc.mil/tmde/login.asp>>) (TI 4733-15/11G)

YES___ NO___ N/A___

10. Is the commodity complying with the requirements for the Survey Instrument Calibration Program (SICP)? (TI 4733-15/21B)

YES___ NO___ N/A___

SAFETY/FACILITIES

1. Does a review of maintenance areas and storerooms indicate that a comprehensive, effective, and continuous safety program is in effect? (MCO P4790.2C, paragraph 2003.7; and MCO P5100.8F)

YES___ NO___ N/A___

2. Are personal protective devices available and utilized? (29 CFR part 1910.132 - 139; and MCO P5100.8F, Chapter 10 and 13)

YES___ NO___ N/A___

3. Are safety inspections of hydraulic jacks, axle stands, ladders, overheads, and guardrails conducted, and are the load capacities permanently affixed? (MCO P4790.2C, paragraph 3006.2; MCO P11262.2A, page 1, paragraph 4 and 5; 29CFR OSHA 1910.22 (d)(1); 29CFR OSHA 1910.244 (a)(1)(ii); and 29CFR 1926.305 (a)(2))

YES___ NO___ N/A___

4. Has the commodity established procedures in the event of an oil spill or other hazardous polluting substances? (MCO P5090.2A, Chapter 7, paragraphs 7104, 7202, 7203, 7301, 7302, and Chapter 9, paragraphs 9102 and 9104)

YES___ NO___ N/A___

5. Is the control, storage, disposal and replacement of radioactive material properly conducted? (MCO P4400.150E, paragraph 5015; SI 10589A-12/6; TI 01592C-15/1A; and TI 5104-15/2A)

YES___ NO___ N/A___

6. Has procedural requirements for personnel parachuting mishaps/malfunctions and activity reporting been established? (TM 10-1670-201-23, paragraph 2-11; IAW Army Regulation 59-4)

YES___ NO___ N/A___

7. Has a Base Radiological Safety Officer (BRSO), Logistical Radiation Safety Officer (LRSO) or Radiation Protection Officer (RPO) been appointed in writing by the Commanding Officer when and where appropriate? (MCO 5104.3, paragraph 6.c)

YES___ NO___ N/A___

MAINTENANCE RELATED PROGRAMS

1. Does the commodity have any equipment in either an administrative storage or administrative deadline program, and if so, does the program meet established criteria? (MCO P4790.2C, paragraph 3002.11)

YES___ NO___ N/A___

2. Has the commodity complied with the procedures outlined in the ULSS for the proper fielding of new equipment? (MCO 4105.4, paragraph 3.f.(5) and (6))

YES___ NO___ N/A___

3. Is the unit taking advantage of the Nuclear, Biological and Chemical Defense evaluation assistance unit program? (MCO 3960.5 and TI 10010-20/5b).

YES___ NO___ N/A___

4. Is the unit participating in the Replacement and Evacuation (R&E) program, or the Inspect and Repair Only as Necessary (IROAN) program, and if so, is it properly managed? (MCO P4400.82F, Chapter 6; TI-4710-14/1E; and TM-2350-50A)

YES___ NO___ N/A___

5. Has a Corrosion Prevention and Control Program been implemented to inspect, clean and preserve those end items and components subjected to deteriorating effects of corrosion and wear? (MCO 4790.18 and TM 4795-CD)

YES___ NO___ N/A___

6. Does the commodity have a licensing program, and if so, is it in compliance with appropriate orders and directives? (MCO 11240.66C; MCO 5110.1C; MCO P11240.106B, paragraph 2012; TM 11240-15/3B; and TM 11275-15/4B)

YES___ NO___ N/A___

7. Is the commodity taking advantage of the Common Sense Approach to Maintenance program for specific tasks that exceed the authorized echelon of maintenance? Has the unit commander authorized those tasks in writing? (MARADMIN 110/00)

YES___ NO___ N/A___

Personnel Screening	0107	OPNAV 5530.13C
IDS	0200	
Keys	0206	
Security Surveys	0208	
Access Control	0305	
Storage	0400	
Arms Inventory	0503	
AA&E Officer Respon	0505	